

**NOTICE OF VACANCY
October 22, 2021**

POSITION: Director of Public Works

DEPARTMENT: Public Works

SALARY RANGE: \$134,105.00 - \$165,500.00

HOURS: Monday – Friday 8:30 am to 5:00 pm
Occasional Night Meetings and Weekends

Position Purpose:

This role directs, plans, and manages all work related to all Department of Public Works activities. This role establishes department goals, objectives, and work plans. The Director oversees the planning, design, construction and maintenance of a major division of the City including all elements of the public infrastructure roadway network, wastewater collection, water supply and distribution systems, surface and subsurface storm water collection systems, the Department's public facilities, the transportation, bridge, and culvert systems, and the City's street lighting, traffic signals, and fire alarm systems. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Develops and oversees all plans for the construction, reconstruction, maintenance, cleaning and repair of the city's critical infrastructure relating to roadway, sidewalk, traffic systems, water and sewer utilities, motor vehicle equipment and storm drainage systems. This includes pavement management programs, snow and ice control programs, management of public shade and ornamental trees, the management of solid Waste programs and the Department's response to storm related emergencies.
- Optimizes the use of resources to maintain the City's Public rights of way (ROW) in a state of good repair and open to the public for the safe passage of vehicular and pedestrian traffic. The responsibilities include the development of plans for the rehabilitation of sidewalks and roadways and the submission of applications for Federal, State and City funds.
- Oversees a staff of 175 professional, technical, administrative, and field personnel, engaged in the design, the management, the maintenance, and the construction of the City's Critical Public Infrastructure.
- Oversees the construction and maintenance of storm drainage systems including the annual cleaning of catch basins, and underground conduits, culverts, ditches and streams.

- Establishes priorities, reviews plans for reconstruction of the public infrastructure, plans for its timely repair to minimize the risk of failure and reviews plans and makes final determinations relative to the expansion or retraction of the existing systems.
- Responsible for the management of the Public Utility infrastructure of the City consisting of a water distribution system and a wastewater collection system. The water system includes more than 250 miles of pipeline, five water tank reservoirs containing nine million gallons of drinking water, and seven water pumping and booster stations. The wastewater collection includes 240 miles of pipeline and force mains and 46 sewer pumping stations.
- Develops and oversees budgets and financial resources and recruits the human resources required to execute the various seasonal work plans by program in order to enable the effective operations of the Department within the abbreviated construction season of the geographic region. This includes the effective application and coordination of personnel, equipment, contractors and supplies. Plans the procurement and disbursement of materials and supplies necessary for the operation of the department and reviews the maintenance of records pursuant to their use and application.
- Leads negotiations of union contracts with bargaining units associated with the Department's workforce.
- Coordinates the maintenance and construction activities with other divisions, City departments, contractors, consultants, state and federal agencies and the general public.
- Participates in the development, preparation and presentation of the Department's annual operating and capital budgets for review by the Chief Financial Officer, the Mayor, City Council and City Boards. Develops and monitors the procedures and the administrative systems to ensure the effective budgetary management of the program. Manages the procurement of all contracted services for capital construction as well as for material, tools and automotive equipment.
- Develops and periodically revises the Department's planned operational response to emergency storm events such as snow and ice storms, hurricanes, and flooding.
- Monitors the operation of the Department including the planning, coordinating, directing, inspecting, reviewing and reporting on the work of subordinates and contractors engaged in the performance of Department functions. Completes the performance evaluations of employees.
- Oversees the management of the Storm water Infrastructure and plans for its improvement in accordance with Federal EPA and Massachusetts DEP requirements.
- Oversees the operation of the City's Fleet Management Program and the acquisition of capital outlay equipment used in the provision of the City's Public Services.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Engineering, Business, Public Administration, or related field; Fifteen (15+) years of progressively responsible experience in municipal public works, Five (5+) of which are in a senior management position; or any equivalent combination of education, training and experience. Massachusetts certification as a Public Purchasing Officer within 6 months of appointment required. Proficiency with computers and Microsoft Office is required.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the multiple elements that are integral to the successful management of a modern Public Works Department. Thorough working knowledge of the materials, methods and techniques relative to public works projects and issues.

Working knowledge of local and state regulations. General knowledge of the principles and practices of municipal finance, public procurement, budgeting, accounting and cash flow modeling. General knowledge of engineering and construction activities as they pertain to project planning and cash flow development.

Ability: Ability to motivate employees and to organize a large department so that it has functional accountability; the ability to effectively communicate with the public and with Boards and Committees on the critical importance of the work performed in the maintenance and improvement of the public infrastructure. Ability to manage people and programs within a public utility in a style which leads productive employees toward the accomplishment of established goals and objectives. Ability to perform in a fast paced office environment.

Skill: Strong interpersonal and customer service skills, excellent written and verbal communication skills, proficient computer skills including MS Office applications and specialized software.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the general guidance and on behalf of the Mayor through the Chief Operating Officer.

Supervision Given: Supervises department personnel and is responsible for the overall direction, coordination, and evaluation of the DPW; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Job Environment:

- General office conditions, field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites, the workload is subject to seasonal and weather-related fluctuations, responds to emergencies, operates telephone, computer, hand power tools, survey equipment and standard office machines.
- Makes frequent contact with the general public, municipal, state and federal representatives, elected officials, businesses, property owners, engineering consultants, department heads, other city employees. Contacts are in person, by phone, email and group meetings email and involve an information exchange dialogue.

- Has access to department-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, and significant monetary loss and/or legal repercussions.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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www.framinghamma.gov/jobs

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